

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE E-FB 21-037
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DFW DIVISION/BRANCH/REGION/OFFICE WFD/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0762-043
UNIT NAME AND LOCATION Invasive Species Program – West Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-039-0762-043

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent will assist with statewide invasive species management with a focus on quagga/zebra mussel-related efforts. The incumbent will coordinate with staff throughout the Department on the implementation of invasive species early-detection monitoring and data management, track and coordinate response to infested vessels quarantined within the State or intercepted at California Border Protection Stations, conduct internal and external Program coordination and outreach and education, and represent the Program at meetings. This position works closely with regional and Program staff and the public.	
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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS:</u>
25%	Coordinate CDFW water chemistry sampling efforts. Research, compile, and analyze waterbody characteristics and water chemistry data for waterbodies throughout the state to determine risk of quagga/zebra mussel (Q/Z) establishment. Assist with coordinating statewide early-detection monitoring for Q/Z mussels and other invasive species and identify additional monitoring needs. Assist with field monitoring for Q/Z mussels. Develop annual statewide Q/Z monitoring plans, including the collection of field data and samples, maintain the database of monitoring efforts and results, and generate reports.
25%	Serve as lead for Program in tracking and coordinating response to infested vessels quarantined within the State or intercepted at California Border Protection Stations, which are operated by the California Department of Food and Agriculture (CDFA). Oversee and facilitate correspondence with watercraft owners, regional staff, and inter-agency and inter-state counterparts upon receipt of Boat Inspection Reports from infested waters in neighboring states. Compile, proof for errors and omissions, and enter data in the quarantine notice database.
15%	Serve as lead for Program in training Department staff and external agency staff throughout the State on early detection monitoring methods, watercraft inspections, and watercraft decontamination. Train on the proper use, maintenance, and decontamination of precision water quality instruments, equipment, and gear. Maintain records of staff completion and training. Draft recommendations and field safety protocols and procedures for the Supervisor. Implement safety training.
10%	Develop outreach and educational materials for the Invasive Species Program. Organize and execute trainings, workshops, and meetings for water agency staff and others on topics pertaining to quagga/zebra mussels and other invasive species, including applicable laws and regulations. Development of outreach materials, including video production. Identify needs for outreach and educational information. Prepare, review, and finalize invasive species fact sheets, newsletters, and

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10%	<p>outreach materials for distribution to a range of audiences. Respond to requests for information from the public and others. Review and update webpage content and resources.</p> <p>Review and compile data and best available science to guide Program prioritization of invasive species and habitats for monitoring and control or eradication efforts. Prepare project justifications and proposals. Coordinate reporting/tracking of invasive species observations and management efforts.</p>
5%	Attend meetings and trainings and disseminate information and outcomes to Program staff.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Assist with field activities to monitor for and remove invasive species, such as invasive <i>Nerodia</i> watersnakes or New Zealand mudsnails.
5%	Routine clerical duties including faxing, scanning, and copying.
	<u>KNOWLEDGE AND ABILITIES</u>
	<p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences; resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.</p>
	<u>DESIRABLE QUALIFICATIONS</u>
	<p>Special Personal Characteristics: Conscientious, reliable, organized, and enthusiastic; strong initiative and adaptable; ability to multi-task; willingness to travel and work outdoors.</p> <p>Interpersonal Skills: Effective written and verbal communication skills; ability to work independently as well as part of a team; interacts effectively with others to achieve goals.</p>
	<u>WORKING CONDITIONS</u>
	<p>Ability to use a computer several hours a day. Involves desk work most of the time but may involve walking, standing, and lifting and carrying packages or other objects for brief periods. Attend meetings and hearings, work with staff statewide to complete work assignments. Occasional travel and field work may be required.</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Thomas Jabusch	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE